



## **PROCEDURES FOR SUBMITTAL OF REVISED PLANS**

In order to avoid unnecessary delay in the plan approval process, please take the following steps when submitting revisions to plans which have previously been filed with this Department:

1. Stop at the Customer Service Counter to obtain directions for submitting revisions. All revisions must be submitted in person to the Customer Service Counter.
2. Present all new sheets to the Customer Services Counter for perforating prior to insertion into plans. (Submit the same number of copies as originally submitted.)
3. Customer Services will retrieve all old sets of plans from Building and Zoning Plans Examiners. If plans are somewhere other than Building Plans Examination, the person submitting revisions is responsible for retrieving other plans and making revisions to them.
4. Disassemble plans, completely remove all sheets to be replaced, insert revised sheets and reassemble plans, making sure that one set of revised sheets are given to the Permit Counter staff to scan and electronically route the plans to the appropriate outside agencies.

***DO NOT STAPLE THE ORIGINAL APPLICATION FORM TO PLANS.***

5. Keep one copy of each set which has been replaced, mark "void" along with the date of revision on one of the sheets, and **clip** to plans along with the permit application(s) and other forms (for example, Energy Form).
6. Return all plans to the Customer Service Counter. Customer Services will route the plans to the appropriate agencies.

**NOTE:**

Prior to submitting revised plans or revised sheets, the person responsible for plan preparation shall circle, flag or clearly designate in some other manner those areas on the plans which have been changed. Taping or stapling portions of revised sheets to previously submitted plans, in only blue and black ink, in lieu of submitting new sheets, will not be accepted. Plans prepared by a registered architect or registered engineer shall not be revised without the knowledge and consent of the registered professional responsible for plan preparation.